

## HIGH PRIORITY

- |     |                 |  |
|-----|-----------------|--|
| 1.  | 40PRMP          | Pothole Patching                         |
| 2.  | 40 PRSR         | Shoulder Repair, paved roads             |
| 3.  | 40 PRBS         | Shoulder Blading, paved roads            |
| 4.  | 40 UPRG         | Unpaved Roadway Grading                  |
| 5.  | 40 RDGR         | Roadway Grading                          |
| 6.  | 40 MPEF/HC MPEF | Emergency Response                       |
| 7.  | 40 FLMI         | Roadway Surface Maintenance -- storms    |
| 8.  | 40 CMPP         | Cold Mix, pothole patching               |
| 9.  | 40 CEIM         | Cattleguard Maint. / Installation/Repair |
| 10. | 40 MWCT/HY MWCT | Vegetation Management                    |
| 11. | 40 GRMT         | Guardrail Maintenance                    |
| 12. | 40 RMSM         | Structure Maintenance                    |
| 13. | 40 PSSI         | Snow/Ice Operations                      |
| 14. | 40 TREQ         | Transportation Equipment                 |
| 15. | 40 OPWS/HY OPWS | Operations Warehouse / Support           |
| 16. | 40 SWCR         | Sidewalk and Curb Repair                 |
| 17. |                 | Training                                 |

## MODERATE PRIORITY

- |     |                 |                                      |
|-----|-----------------|--------------------------------------|
| 1.  | 40 STSD         | Street Sweeping                      |
| 2.  | 40 BEMT         | Betterment                           |
| 3.  | 40 CKSL         | Cracksealing                         |
| 4.  | HY DMBM         | Drainage Maintenance Betterment      |
| 5.  | HY MRDS         | Drainage Repair                      |
| 6.  | HY RDRP         | Drainage Grading                     |
| 7.  | HY MOWN         | Drainage Mowing                      |
| 8.  | 40 RFMT/HY RFMT | Fence Inspection / Maintenance       |
| 9.  | 40 PRSK         | Skin Patching -- Managers approval   |
| 10. | 40 MISC/HY MISC | Miscellaneous Work                   |
| 11. | 40 MOWR         | Roadside Mowing                      |
| 12. | 40 EWCT/HY EWCT | Vegetation Maintenance (Equipment)   |
| 13. | HY DRBC         | Detention / Retention Basin Cleaning |

Dated 4/7/2003

**LOW PRIORITY**  
(Manager approval before using these activities)

- |    |                 |                                   |
|----|-----------------|-----------------------------------|
| 1. | 40 MFMA         | Manufacturing Material            |
| 2. | 40 CMPS         | CMP Installation / Extension      |
| 3. | 40 GRAF         | Graffiti Removal                  |
| 4. | 40 RWBI/HY RWBI | Rail and Wire Basket Installation |
| 5. | 40 WFOD         | Work for Other Departments        |
| 6. | 40 ALMT         | Alleyway Maintenance              |
| 7. | 40 RSAS         | Removal of Signs from R/W         |

Dated 4/7/2003

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	<u>Dist/Flood</u>	<u>Standard</u>
28. Shoulder Repair, paved Road	40 PRSR	Cubic Yards
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37. Vegetation Management	HY MWCT/40 MWCT	Acres
38. Vegetation Management (Equipment)	HY EWCT/40 EWCT	Acres
39. Work for other departments	40 WFOD	Labor Hours
40. Removal of signs from R/W	40 RSAS	Crew Hours
41. Roadway Grading	40 RDGR	Miles

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Administrative

**Number:** 40 ADMT

**Description and Purpose:** To assemble for a common purpose. To account for meeting hours.

**Performance  
Criteria:**

Scheduling Category  
Routine

Authorization Required  
Managerial/Supervisory

Quality of Work  
Limited

To assemble for a common purpose or to provide training to employees.

**TYPICAL CREW SIZE**

Chair person, managerial, or  
supervisory discretion shall dictate  
attendance.

**EQUIPMENT (DESCRIPTION)**

Chair person, managerial, or  
supervisory discretion shall dictate  
equipment needs.

**WORK METHOD**

1. Inform all necessary employees.
2. Encourage all members to participate and support others.
3. Ask for information, listen for full understanding.
4. Clarify others ideas.
5. Appreciate others for cooperation.
6. Work together and be positive.
7. Maintain the group focus on pertinent issues.
8. Protect others from attack.
9. Build on each others ideas.
10. Summarize.

**MATERIAL**

Chair person, managerial, or  
supervisory discretion shall dictate  
material needs.

**DAILY PRODUCTION RANGE**

Crew Hours – Meeting & Training

**NOTES:**

Revised 11/29/00

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Ajo Airport

**NUMBER:** 40 AJAP

**Description and Purpose:** This activity shall be used in conjunction with all maintenance betterment or emergency work related to the Ajo Airport.

<b>Performance Criteria:</b>	<u>Scheduling Category Specified</u>	<u>Authorization Required</u> Public Works Manager	<u>Quantity of Work</u>
Work specified with descriptive parameters.			

TYPICAL CREW SIZE	WORK METHOD
Managerial discretion shall dictate manpower use.	<ol style="list-style-type: none"> <li>1. Maintain safety standards relative to Pima County personnel and the general public.</li> <li>2. Individual situations and managerial discretion will determine work methods.</li> <li>3. Document all resource expenditures.</li> </ol>
<b>EQUIPMENT (DESCRIPTION)</b>	
Managerial discretion shall dictate equipment use.	

MATERIAL	DAILY PRODUCTION RANGE
Managerial discretion or work specifications shall dictate material needs.	Man Hours Activity production units shall be used when applicable.

**NOTES:**

\*Work performed at this location shall be documented under proper activity cards. This activity number shall be noted on the reporting document.

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Alleyway Maintenance

**Number:** 40 ALMT

**Description and Purpose:** General maintenance of alleyways, as required.

**Performance  
Criteria:**

Scheduling Category  
As required

Authorization Required  
Public Works Supervisor

Quality of Work

Maintain alleyways to insure access by emergency, utility, and sanitation vehicles.

TYPICAL CREW SIZE	WORK METHOD
1 - Principle or Senior Equipment Operator 1 - Water Truck 1 - Roller Operator 1 - Dump Truck Driver, if needed.	1. Call Bluestake. 2. Place safety devices. 3. Make note of utility positions. 4. Apply water as a soil suppressant and compaction agent. 5. Grade and windrow float material toward center of travel area. 6. Blade windrowed materials back to an acceptable, smooth grade. 7. Clean area. 8. Protect others from attack. 9. Build on each others ideas. 10. Summarize.
EQUIPMENT (DESCRIPTION)	
1 - Dump Truck, if needed. 1 - Water Truck 1 - Roller 1 - Grader or Loader	
MATERIAL	DAILY PRODUCTION RANGE
If material is needed, amounts shall be determined prior to the start of a project.	Hours

**NOTES:** Alley maintenance shall be performed according to departmental alleyway maintenance procedures.

Revised 11/29/00



DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD

ACTIVITY: Betterment

NUMBER: 40 MBET

Description and Purpose: To improve Pima County infrastructure

Performance Criteria:	<u>Scheduling Category</u> Special Project	<u>Authorization Required</u> Public Works Manager	<u>Quantity of Work</u>
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**TYPICAL CREW SIZE**

Crew size shall determine prior to start of project. Crew size shall be approved by the Public Works Manager.

**EQUIPMENT (DESCRIPTION)**

Equipment configuration shall be determined prior to start of project and approved by the Public Works Manager.

**WORK METHOD**

1. Make sure proper right-of-way exists.
2. Call Bluestake, if necessary.
3. Place safety devices and signs.
4. Insure that safety equipment is worn.
5. Review all aspects of the plans.
6. Perform scheduled task.
7. Insure that the area is clean when the task is completed.
8. Document resource uses and accomplishments.
9. Document resource uses and accomplishments.

**MATERIAL**

Amount and type of materials shall be determined prior to start of project and approved by the Public Works Manager.

**DAILY PRODUCTION RANGE**

Crew Hours and amount of work estimated prior to the start of the project.

NOTES: Send press releases to appropriate agencies if road closures or other motoring inconveniences are anticipated.

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Cattleguard Maintenance/Installation and Repair/Cleaning    **Number:** 40 CEIM

**Description and Purpose:** Install, replace, repair, and clean cattleguards that are the responsibility of Pima County.

<b>Performance Criteria:</b>	<b><u>Scheduling Category</u></b> Routine/Annual/ Post Monsoon	<b><u>Authorization Required</u></b> Public Works Supervisor	<b><u>Quality of Work</u></b>
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Through annual check of cattleguards and repair of any damage or replacement, when needed.

TYPICAL CREW SIZE	WORK METHOD
1 - Excavator Operator 2 - Truck Drivers/Laborers 4 - Laborers	1. Check for positive location of rights-of-way. 2. Call Bluestake. 3. Place safety devices and traffic control (safety clothing). 4. Construct a detour, if required. 5. Perform needed work. 6. Cleanup. 7. Texas Gates and fence installation. 8. Asphalt at approaches as needed.
EQUIPMENT (DESCRIPTION)	
1 - Excavator (Bantam, Loader, or Backhoe) 1 - Dump Truck 1 - Pickup 1 - Water Truck - hand tools 1 - Grader, if required 1 - Crane	
MATERIAL	DAILY PRODUCTION RANGE
Material type and amounts shall be determined prior to the start of work.	Repair 5 grills. One installation per day. 1 cattleguard cleaned per day.

**NOTES:**

Revised 11/29/00

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** CMP Installation/Extension

**Number:** 40 CMPS

**Description and Purpose:** Install corrugated metal pipe under roadway cross section to allow for flow or eliminate dip section while maintaining flow. Extend corrugated metal pipe to widen shoulders or road surface.

<b>Performance Criteria:</b>	<u>Scheduling Category</u> Routine	<u>Authorization Required</u> Flood Control District Public Works Supervisor	<u>Quality of Work</u>
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This operation should occur when authorization has been given by a Public Works Supervisor in order to meet the master drainage plan. Insure proper road cross section and eliminate continuous scouring areas.

TYPICAL CREW SIZE	WORK METHOD
2 – 12 Yard Dump Truck Operators 1 – Grade – All Operator 2 – Laborer 1 – Loader Operator	1. Flood Control District shall size CMPs (when appropriate) 2. Make sure proper right-of-way exists. 3. Call Bluestake 4. Place safety devices and signs. 5. Excavate road cross section 6. Install CMP 7. Backfill with excavated or stockpiled material 8. Slope of flowline shall be equal to the existing wash or a minimum of 1% or as designated by the Public Works Supervisor.
EQUIPMENT (DESCRIPTION)	
2 - 12 Yard Dump Trucks 1 – Grade – All 1 – Grader 1 – Loader 1 – Pickup 1 – Tamper 1 – Water Truck	
MATERIAL	DAILY PRODUCTION RANGE
CMP – ABC – Borrow – Sand	30 to 40 Lineal Feet/Day (18" to 36") Extensions

**NOTES:** Provide and advertise for detours. Three to four sections (20') = 1 CMP

Revised 12/20/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Cold Mix, Pothole, Pothole Patching

**Number:** 40 CMPP

**Description and Purpose:** Hand patching of potholes in inclement weather or isolated.

<b>Performance</b>	<b><u>Scheduling Category</u></b>	<b><u>Authorization Required</u></b>	<b><u>Quality of Work</u></b>
<b>Criteria:</b>	Routine	Public Works Supervisor	Tons

Cold mix should only be used for isolated potholes or in inclement weather.

TYPICAL CREW SIZE	WORK METHOD
2 – Operators 1 – Operator 1 – Laborer	1. Place safety devices and signs, if required.
EQUIPMENT (DESCRIPTION)	
1 – Pickup Truck	
MATERIAL	DAILY PRODUCTION RANGE
Cold Mix	1 – 3 Tons
<p>NOTES: Public Works Manager shall authorize all use of cold mix, except for use during inclement weather or other emergencies.</p> <p>Installation</p>	

Revised 11/29/00

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Cracksealing

**Number:** 40 CKSL

**Description and Purpose:** To fill cracks in pavement with asphalt.

<u>Performance</u> Criteria	<u>Scheduling Category</u> Road Surface Treatment Program	<u>Authorization Required</u> Public Works Supervisor	<u>Quality of Work</u> Lbs. Of Sealant Material
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To extend pavement life.

TYPICAL CREW SIZE	WORK METHOD
7 ( seven)	1. Set up traffic control. 2. Blow out crack. 3. Pour hot asphalt in crack 4. Work material into crack.
<b>EQUIPMENT (DESCRIPTION)</b>	
Special sealant machine.	
MATERIAL	DAILY PRODUCTION RANGE
Sealant as specified in purchase order. All substitutes must meet division material specifications and have approval of Division Manager.	2,000 to 4,000 lbs./per day

**NOTES:** All employees will be briefed on safety hazards present. At some locations, additional traffic control signing and additional employees will be added to assure a safe work zone.

Revised 11/29/00

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Detention/Retention Basin Cleaning

**Number:** HY DRBC

**Description and Purpose:** Grade, vegetation removal, vegetation mowing, removal of sediment, and removal of debris.

<u>Performance Criteria</u>	<u>Scheduling Category</u>	<u>Authorization Required</u>	<u>Quality of Work</u>
	Seasonal	Flood Control District	
	As required	Public Works Supervisor	

**TYPICAL CREW SIZE**

**WORK METHOD**

\* Crew size estimated prior to start of project.

1. Maintain safety standards
2. Type of work to be done will determine your work method.
3. Work method must be approved by Flood Control District/Public Works Supervisor.
4. Document all expenditures.

**EQUIPMENT (DESCRIPTION)**

Equipment configuration determined by demands of the project.  
Equipment configuration must be approved by the Public Works Supervisor.

**MATERIAL**

**DAILY PRODUCTION RANGE**

Acres - 5 to 15

**NOTES:** Give Flood Control District a schedule of the work to be done and work method to be used. Detention/Retention Basins shall be inspected during March, April, and May prior to the summer season. Obtain "As -- Built" plan, where appropriate.

Revised 12/20/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Drainage Maintenance Belterment

**Number:** HY DMBM

**Description and Purpose:** The improvement or upgrading of the drainage system and/or associated facilities by installing or adding to.

**Performance  
Criteria**

**Scheduling Category**  
Routine

**Authorization Required**  
Flood Control District  
Public Works Supervisor

**Quality of Work**  
Scheduled Man Hours

Improvement of the drainage system to insure a safe facility and improve flow.

**TYPICAL CREW SIZE**

Public Works Supervisor shall approve crew size configuration.

**EQUIPMENT (DESCRIPTION)**

Public Works Supervisor shall approve crew size configuration.

**WORK METHOD**

1. Maintain safety standards relative to Pima County personnel and the general public.
2. Set up or have Survey establish elevations for proper flow.
3. Complete project.
4. Clean up and check elevations.

**MATERIAL**

Special specifications shall dictate material use. Calculate all material quantities prior to start of project.

**DAILY PRODUCTION RANGE**

Hours

**NOTES:** Public Works Supervisor shall approve all materials quantities and Daily Production Range prior to start of project.

Revised 12/20/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Drainage Repair

**Number:** ILY MRDS

**Description and Purpose:** The repair of major drainageways that have received major damage from storms or the removal of sand. Material brought in to stabilize the channel or the cleaning of weeds or debris.

<u>Performance</u> Criteria	<u>Scheduling Category</u> Emergency/Routine	<u>Authorization Required</u> *Public Works Supervisor Flood Control District Mgmt.	<u>Quality of Work</u> Limited
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Scheduling will become an emergency for drainageway repair which is necessary to prevent property damage due to storm damage.

TYPICAL CREW SIZE		WORK METHOD
1 – Loader Operator		1. Call Bluestake. 2. Place safety devices and signs, if required. 3. Perform required maintenance.
1 – Grader Operator, as required	GRA	
3 – Dump Trucks, as required	DMP	
1 – Dozer Operator, if required	DOZ	
1 – Water Truck	WAT	
EQUIPMENT (DESCRIPTION)		
1 – Truck Loader		
1 – Grader, if required		
12 yard dump trucks		
1 – Dozer, if required		
1 – Water Truck		
1 – Pickup		
MATERIAL		DAILY PRODUCTION RANGE
Material type and amounts shall be determined prior to the start of routine work.		100 – 500 Cubic Yards.

**NOTES:**

Revised 11/29/00



**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Drainage Grading

**Number:** HY RDRP

**Description and Purpose:** The grading of drainageways dedicated to Pima County for the purpose of maintaining their efficient hydraulic properties. Activity includes the grading of drainageway bottom, sides, or banks, and any access easement adjacent to the drainageway.

**Performance  
Criteria**

**Scheduling Category**  
Seasonal

**Authorization Required**  
\*Public Works Supervisor  
Flood Control District Mgmt.

**Quality of Work**

Routine drainageway grading should be performed during the non-rainy season.

TYPICAL CREW SIZE		WORK METHOD
1 - Grader Operator	GRA	1. Call Bluestake. 2. Place safety devices and signs, if required. 3. Blade bottom of drainageway to obtain optimum mix of material (without excessive sand). 4. Level bottom of channel. 5. Spread excess material on drainageway sides and banks to repair minor erosion damage. Compact with grader tire. 6. Grade access road on either or both sides of drainageway to a smooth and level surface.
1 - Water Truck Operator	WAT	
EQUIPMENT (DESCRIPTION)		
1 - Truck Loader 1 - Grader, if required 12 yard dump trucks 1 - Dozer, if required 1 - Water Truck 1 - Pickup		
MATERIAL		DAILY PRODUCTION RANGE
		8 - 15 Acres

**NOTES:** If drainage way has excessive weed growth, grade on stockpile for removal by loader and dump truck.

Revised 11/29/00

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Drainage Mowing

**Number:** HY MOWN

**Description and Purpose:** Machine mowing of drainageways to insure uninterrupted water flow.

**Performance  
Criteria**

**Scheduling Category**  
Routine

**Authorization Required**  
Public Works Supervisor

**Quality of Work**  
Acres/Miles

Vegetation is not to be cut shorter than five inches.

**TYPICAL CREW SIZE**

2 – Mower Operators

**WORK METHOD**

1. Use safety clothing and equipment.
2. Service mower, as needed.
3. Start mower to insure proper operation
4. Check area for obstructions, utilities, etc.
5. Mow as scheduled.

**EQUIPMENT (DESCRIPTION)**

1 or 2 – Mowers

**MATERIAL**

**DAILY PRODUCTION RANGE**

5 – 7 Acres per mower.

**NOTES:** In some cases, authorization from the Flood Control District may be required.

Revised 12/23/2000

DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD

ACTIVITY: Emergency Response

NUMBER: 40 MPEF/HY MPEF

Description and Purpose: This activity is for inclement weather, non-weather, and de-icing response.

Performance Criteria:	<u>Scheduling Category</u> Emergency	<u>Authorization Required</u> Public Works Supervisor	<u>Quantity of Work</u> Labor Hours Material Used
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Respond in a timely manner, assess the situation, control problems, and call personnel as required. Alleviate hazardous ice locations within the Pima County right-of-way. Monitor flooding within Pima County.

TYPICAL CREW SIZE	WORK METHOD
Managerial or supervisory discretion shall dictate the personnel needs.	<ol style="list-style-type: none"> <li>1. Maintain safety standards in all activities.</li> <li>2. Place of Type II and Type III barricades. If Type III barricades are used, call the location in and log all barricade locations.</li> <li>3. Apply deicer according to manufacturers specifications.</li> <li>4. On non-weather call-outs, alleviate problem.</li> <li>5. Notify Flood Control District and the Operations Manager of all flooding.</li> </ol>
EQUIPMENT (DESCRIPTION)	
Pickup Trucks Dump Trucks Water Trucks	

MATERIAL	DAILY PRODUCTION RANGE
Flares Barricades Deicer Sand Cold Mix	Labor Hours

NOTES: Hazardous material spills shall be reported to HazMat at the Sheriff's Department and then to your supervisor.  
Crews shall be briefed as to appropriate application rates for deicers and other abrasives.

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Fence Inspection/Maintenance (Routine)      **Number:** 40 RFMT/HY RFMT

**Description and Purpose:** The routine inspection and necessary maintenance.

<b>Performance Criteria</b>	<b><u>Scheduling Category</u></b> Routine	<b><u>Authorization Required</u></b> *Public Works Supervisor Flood Control District Mgmt. (If FCD work)	<b><u>Quality of Work</u></b> As Required
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Routine inspections and necessary maintenance of fences within the jurisdiction of Pima County.

TYPICAL CREW SIZE	WORK METHOD
1 – Equipment Operator 1 - Laborer	1. Identify and prioritize problem locations. 2. Order necessary materials. 3. Call Bluestake, if required. 4. Maintain safety standards relative to personnel safety and that of the public. 5. Perform required maintenance. 6. Cleanup area. 7. Document times and locations.
EQUIPMENT (DESCRIPTION)	
1 – Pickup Truck 1 – Compressor 1 – Welder, if required - Hand tools	
MATERIAL	DAILY PRODUCTION RANGE
Fence Post Post – Corner/Strain Barbed Wire or Chainlink Fence Fence – Stays Gate, if needed	50 – 100 Lineal Feet

**NOTES:** A-frame repair shall fall under the cattleguard repair activity. Check the rights-of-way.

Revised 11/29/00

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Graffiti Removal

**Number:** 40 GRAF

**Description and Purpose:** The removal and/or painting over any County maintained property or structure that has been vandalized with graffiti.

<u>Performance</u> Criteria	<u>Scheduling Category</u> Service Request/ As required	<u>Authorization Required</u> Public Works Supervisor	<u>Quality of Work</u> Labor Hours/ Materials
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**TYPICAL CREW SIZE**

1 - Equipment Operator  
1 - Laborer

**WORK METHOD**

1. Maintain safety standards.
2. Set up traffic control, as needed.
3. Perform required maintenance.

**EQUIPMENT (DESCRIPTION)**

Situation shall dictate equipment use.

Equipment used: Water Sand Blaster  
Water Truck or Tank

**MATERIAL**

Situation shall dictate materials used.

Paint  
Roller  
Spray Cans  
Silica Sand  
Chemical Remover

**DAILY PRODUCTION RANGE**

Labor Hours

**NOTES:**

Revised 12/26/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Guardrail Maintenance

**Number:** 40 GRMT

**Description and Purpose:** The installation of new guardrail and the maintenance of existing guardrail.

<b>Performance Criteria</b>	<b><u>Scheduling Category</u></b> Routine	<b><u>Authorization Required</u></b> Public Works Supervisor	<b><u>Quality of Work</u></b> Lineal Feet
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TYPICAL CREW SIZE	WORK METHOD
1 – Truck Driver/Laborer 3 – Workers/Flagman 4 – Crew Total	1. Maintain safety standards to Pima County personnel and the general public. 2. Insure the production of ground and overhead structures 3. Material taken from designated location. 4. Follow designated route to project location. 5. Return to stockpile or pit. 6. Any changes relative to haul or work locations must be reported to Maintenance Support supervisory staff.
EQUIPMENT (DESCRIPTION)	
1 – Flatbed Truck or Dump Truck 1 – Pickup Truck	
MATERIAL	DAILY PRODUCTION RANGE
Guardrail posts, panels, ends, blocks, bolts and reflections.	25 Lineal Feet

**NOTES:** Trailer or transport 25 foot sections. A jackhammer, welder, drilling auger, and tamper to be used as needed. All installation must meet highway safety standards for materials specifications and installation

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DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD

ACTIVITY: Inspections

NUMBER: 40 INSP

Description and Purpose: Inspection of any work activity which has been contracted. pits or stockpiles.

Performance Criteria:	<u>Scheduling Category</u> Contracts	<u>Authorization Required</u> Public Works Manager	<u>Quantity of Work</u> Scheduled Man Hours
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Inspection of all contract work for Pima County in the Operations Division.

TYPICAL CREW SIZE	WORK METHOD
Public Works Manager shall approve crew size.	<ol style="list-style-type: none"> <li>1. Maintain safety standards relative to Pima County and the general public.</li> <li>2. Keep a daily log.</li> <li>3. Keep track of all quantities.</li> <li>4. To inspect all work as specified.</li> </ol>
EQUIPMENT (DESCRIPTION)	
1 - Pickup Truck	

MATERIAL	DAILY PRODUCTION RANGE
Special specifications shall determine type of material and work method.	Crew Hours
<p>NOTES: Appropriate control procedures shall be used. Estimated amount of material to be produced will be approved by the Public Works Manager.</p>	

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Landscape Maintenance

**NUMBER:** 40 LDSM

**Description and Purpose:** Maintenance of medians and Right-of-way vegetation. Trimming vegetation, removing weeds, use of environmentally safe chemicals, maintenance of irrigation systems. This standard applies only to man-made constructed landscape, not natural landscape areas.

<u>Performance</u>	<u>Scheduling Category</u>	<u>Authorization Required</u>	<u>Quality of Work</u>
Criteria:	Routine	Public Works Supervisor Public Works Crew Supervisor	Labor Hours

TYPICAL CREW SIZE	WORK METHOD
Supervisor shall approve crew size configuration	<ol style="list-style-type: none"> <li>1. Place safety devices and signs out for traffic control, including safety clothing.</li> <li>2. Use of hand tools use in controlling vegetation within right of way.</li> <li>3. Pick up debris and vegetation where necessary.</li> <li>4. When necessary, call Bluestake.</li> </ol>
<b>EQUIPMENT (DESCRIPTION)</b>  Supervisor shall approve equipment configuration. Pick Up                      Shovels Dump trucks                Chainsaws Hoes                            Handsaws Rakes                          Plastic bags Pitch forks	

MATERIAL	DAILY PRODUCTION RANGE
Chemicals for weed control. Materials for irrigation system.	Labor hours.

**NOTES:**

Revised 11/30/2000



**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Manufacturing Material

**Number:** 40 MFMA/HY MFMA

**Description and Purpose:** Generating, pushing, or screening materials into material pits or stockpiles.

**Performance  
Criteria**

**Scheduling Category**  
Routine

**Authorization Required**  
Public Works Supervisor

**Quality of Work**

**TYPICAL CREW SIZE**

Shall be established by the amount of material planned for manufacturing. Crew size will be approved by the Public Works Supervisor.

**WORK METHOD**

1. Materials ripped and pushed forward in materials pits.
2. Separation, organizing, and screening or roadway materials at stockpile locations.

**EQUIPMENT (DESCRIPTION)**

1 -- Dozer or Loader  
1 -- Water Truck, as needed.

**MATERIAL**

Materials generated shall meet specifications for intended maintenance area.

**DAILY PRODUCTION RANGE**

Dozing -- 600 -- 1,000 cubic yards per day.  
Screening -- 125 -- 300 cubic yards per day.

**NOTES:** Appropriate control procedures shall be used. Estimated amount of material to be produced will be approved by the Public Works Supervisor.

Revised 12/29/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Miscellaneous Work

**Number:** 40 MISC/HY MISC

**Description and Purpose:** Activities that are not performed regularly or in cases where the work is unique and the established standards do not pertain. These activities shall be planned with Public Works Supervisor.

**Performance  
Criteria**

**Scheduling Category**  
Optional

**Authorization Required**  
Public Works Supervisor

**Quality of Work**

**TYPICAL CREW SIZE**

Crew size shall be determined prior to start of project and approved by the Public Works Supervisor

**WORK METHOD**

1. Maintain safety standards to Pima County personnel and the general public.
2. Work methods shall be designated by the Public Works Supervisor.
3. Activity cards shall be approved by the Public Works Supervisor, prior to submittal for payroll.

**EQUIPMENT (DESCRIPTION)**

- 1 – Flatbed Truck or Dump Truck
- 1 – Pickup Truck

**MATERIAL**

The Public Works Supervisor will approve the material to be used and amounts required.

**DAILY PRODUCTION RANGE**

Project supervisors shall follow the production standards set by the Public Works Supervisor

Crew Hours	Equipment	Hours/Miles
Materials	Quantity	

**NOTES:** Work methods and resource allocations shall not be changed without the approval of the Public Works Supervisor. Public Works Manager/ Operations Manager shall approve all project resource estimates.

Revised 11/30/00

DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT PERFORMANCE STANDARD			
ACTIVITY: Operations Warehouse/Support		Number: 40 OPWS/HY OPWS	
Description and Purpose: Maintenance and landscape upkeep to store, maintain, and distribute materials and small equipment. Maintain and support warehouse to construct and maintain all safety and advisory signs. All cutting and welding and the construction and repair of all wood related items.			
Performance Criteria	<u>Scheduling Category</u> Routine	<u>Authorization Required</u> Flood Control District Public Works Supervisor	<u>Quality of Work</u> As required
TYPICAL CREW SIZE		WORK METHOD	
Crew size shall be determined prior to start of activity.		<ol style="list-style-type: none"><li>1. Maintain safety standards relative to personnel safety and the safety of others in the work area.</li><li>2. Maintain shop and work area in an orderly manner.</li><li>3. Receive freight and materials.</li><li>4. Construct and repair signs and all related items.</li><li>5. Check area for metal or smoldering materials before leaving work area.</li><li>6. Check area for combustible materials.</li><li>7. Estimate job requirements</li><li>8. Obtain material list.</li><li>9. Lay out and construct project.</li></ol>	
<u>EQUIPMENT (DESCRIPTION)</u> Equipment configuration shall be determined prior to start of activity.  Individual situations shall dictate equipment use. Equipment may be: Forklift - Crane - Hand Truck Welder - Power tools - Hand tools.			
MATERIAL		DAILY PRODUCTION RANGE	
Situation shall dictate material needs.  Items may be: Wood      Nails Paint      Nuts/Bolts Oxygen      Acetylene		Labor Hours	
NOTES: 40 OPWS will cover barricade maintenance, cutting and welding, warehouse maintenance, carpentry work, freight loading and unloading, and yard maintenance.			

Revised 12/20/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Pothole Patching

**Number:** 40 PRMP

**Description and Purpose:** Hand patching of potholes, small depressions, edge break up, and breaks in the road and shoulder using pre-mix material.

**Performance  
Criteria**

**Scheduling Category**  
Routine

**Authorization Required**  
Public Works Supervisor

**Quality of Work**  
Tons

The following minimum scheduling should be followed:

This activity is the repair of surface defects, which requires correction of up to 6x6 square feet.

TYPICAL CREW SIZE		WORK METHOD
1 – Truck Driver	TRK	<ol style="list-style-type: none"><li>1. Place safety devices and signs, if required.</li><li>2. Remove surrounding broken surface, square up and straighten edges. Make sides vertical and clean out hole.</li><li>3. Brush or spray oil on vertical sides of pothole.</li><li>4. Shovel mix into hole. If pothole is over 6" in depth, use hand tamp on first 3" and place additional layer of A/C and use truck wheel to roll.</li><li>5. Broom loose, excess material, if necessary.</li></ol>
1 – Laborer or Operator	LAB	
EQUIPMENT (DESCRIPTION)		
1 – Self contained patching unit for hot A/C.		
MATERIAL		DAILY PRODUCTION RANGE
Hot asphaltic concrete Hot liquid asphalt or emulsified asphalt Chips		4 to 9 Tons – A/C

**NOTES:**

1. Air compressor or hydraulic jackhammer may be required for squaring pothole.
2. Cold mix will be used during inclement weather and approved by Public Works Manager.
3. Additional personnel may be added for traffic control.

Revised 11/30/00

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Pothole Patching

**Number:** 40 PRMP

**Description and Purpose:** Hand patching of potholes, small depressions, edge break up, and breaks in the road and shoulder using pre-mix material.

**Performance  
Criteria**

Scheduling Category  
Routine

Authorization Required  
Public Works Supervisor

Quality of Work  
Tons

The following minimum scheduling should be followed:

This activity is the repair of surface defects, which requires correction of up to 6x6 square feet.

TYPICAL CREW SIZE		WORK METHOD
1 – Truck Driver	TRK	<ol style="list-style-type: none"><li>1. Place safety devices and signs, if required.</li><li>2. Remove surrounding broken surface, square up and straighten edges. Make sides vertical and clean out hole.</li><li>3. Brush or spray oil on vertical sides of pothole.</li><li>4. Shovel mix into hole. If pothole is over 6" in depth, use hand tamp on first 3" and place additional layer of A/C and use truck wheel to roll.</li><li>5. Broom loose, excess material, if necessary.</li></ol>
1 – Laborer or Operator	LAB	
EQUIPMENT (DESCRIPTION)		
1 – Self contained patching unit for hot A/C.		
MATERIAL		DAILY PRODUCTION RANGE
Hot asphaltic concrete		4 to 9 Tons – A/C
Hot liquid asphalt or emulsified asphalt		
Chips		

**NOTES:**

1. Air compressor or hydraulic jackhammer may be required for squaring pothole.
2. Cold mix will be used during inclement weather and approved by Public Works Manager.
3. Additional personnel may be added for traffic control.

Revised 11/5/00

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Rail and Wire Basket Installation

**Number:** HY RWBI/40 RWBI

**Description and Purpose:** Rail and wire basket or bank protection is used as an erosion deterrent.

**Performance  
Criteria**

Scheduling Category  
As Required

Authorization Required  
Public Works Supervisor

Quality of Work  
As required

Install bank protection according to Flood Control District specifications.

TYPICAL CREW SIZE		WORK METHOD
1 - Bantam Operator 3 - Operator/Laborer 3 - 7 Laborers		1. Advise: Engineering, Floodplain Planning to insure there are no plans for this area. 2. Check right-of-way. 3. Call Bluestake. 4. Wear appropriate safety equipment. Place safety devices and traffic control. 5. Excavate and level foundation for rails. 6. Drive rails and install cable 3/4" on bottom, 3/8" on top, as needed. 7. Install double wire mesh. 8. Backfill and cap - deadmen installed as required. 9. Cleanup.
EQUIPMENT (DESCRIPTION)		
1 - Bantam 1 - Pickup 2 - Dump Trucks 1 -Cutting Torch 1 - Forklift or As required.		
MATERIAL		DAILY PRODUCTION RANGE
Cable - 3/8" + 3/4" Cable Clamp - Galvanized Wire - #9 Galvanized Woven Wire Fabric Railroad Rail - 60, 90, 120 Rock Backfill		Hours

**NOTES:** Rock shall be sound and durable of rounded or angular shape with a diameter of 8" minimum and 12" maximum. Flat or needle shapes are not acceptable.

Revised 11/30/00

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Roadside Mowing

**Number:** 40 MOWR

**Description and Purpose:** Machine mowing of roadside areas for purposes of mowing needs, improving sight distance and improving roadside appearance.

**Performance  
Criteria**

**Scheduling Category**  
As Required

**Authorization Required**  
Public Works Supervisor

**Quality of Work**

**TYPICAL CREW SIZE**

1 – Operator  
1 – Laborer

**WORK METHOD**

1. Put on safety clothes and equipment.
2. Check area to be mowed for obstructions, utilities, etc.
3. Service mower, as necessary.
4. Mow, as scheduled.
5. Maintain vigilance over changing traffic conditions.

**EQUIPMENT (DESCRIPTION)**

1 – Mower – Roadside  
1 – Weed Eater Hand Tools

**MATERIAL**

**DAILY PRODUCTION RANGE**

5 to 8 Acres

**NOTES:** Second person for safety monitoring, policing task area, weed eater, or hand tool operations.

Revised 12/4/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Roadway Surface Maintenance - Storms

**Number:** 40 FLMI

**Description and Purpose:** This activity will be used for the removal of sand or debris and replacement of roadway surface materials during or after storms.

<u>Performance Criteria:</u>	<u>Scheduling Category</u>	<u>Authorization Required</u>	<u>Quality of Work</u>
Emergency/Non-Emergency		Public Works Supervisor	Limited

Inspect, identify, prioritize, and document areas or locations requiring storm or after storm maintenance on roadways. Document costs.

TYPICAL CREW SIZE	WORK METHOD
Supervisory discretion shall dictate manpower use.	1. Maintain safety standards in relation to Pima County personnel and the general public. 2. Individual situations will dictate work methods involved.
EQUIPMENT (DESCRIPTION)	
Individual situations shall dictate equipment needs.	
MATERIAL	DAILY PRODUCTION RANGE
Locally generated Pima County materials Materials purchased from vendors.	Crew Hours

**NOTES:**

Revised 12/26/2006



**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Shoulder Blading, Paved Roads

**Number:** 40 PRBS

**Description and Purpose:** Blading and reshaping gravel or dirt shoulders and drainage ditches to correct pavement drop-offs, rutting of shoulders, buildup of shoulder material, and to restore a smooth safe surface with proper drainage.

**Performance Criteria:**

Scheduling Category  
As Required

Authorization Required  
Public Works Supervisor

Quality of Work

1. Shoulder grading should not exceed 8 to 10 feet from the edge of pavement.

2. Shoulder grading is required along major and minor arterial roadways.

Shoulder grading should not be performed along local subdivision streets where the shoulders have been stabilized by vegetation and the vegetation does not present a hazard.

TYPICAL CREW SIZE	WORK METHOD
1 - 2 Grader/Operators 1 Roller 1 Water Truck 1 Flag Person, if required	1. Call Bluestake. 2. Place safety devices and signs. 3. Worker spots fixed objects, (mailboxes, signs, water, meters, etc.) 4. First pass, pull material up shoulder. 5. Second pass, pull material along shoulder. 6. Third and fourth pass, smooth material to original grade and slope, if required. 7. Worker performs hand labor, as required. a. To remove earthen materials from paved surface. b. To remove windrows of material around fixed objects (signs, mailboxes, etc.) and across driveways. 8. Sweep material from edge of pavement.
EQUIPMENT (DESCRIPTION)	
1-2 Graders 1 Pneumatic Roller 1 Water Truck 1 Pickup 1 Power Broom	
MATERIAL	DAILY PRODUCTION RANGE
No material required.	6 - 10 Shoulder Miles - Arterials and Collectors 2 - 4 Subdivision Miles

**NOTES:**

Revised 12/20/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Shoulder Repair, Paved Road

**Number:** 40 PRSR

**Description and Purpose:** Adding and compacting material along the edge of pavement to eliminate rutted conditions. Confine work to within 8 to 10 feet of edge of pavement.

<b>Performance Criteria</b>	<b>Scheduling Category As Required</b>	<b>Authorization Required Public Works Supervisor</b>	<b>Quality of Work Limited</b>
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This operation should occur when a shoulder drop-off or erosion exists and when existing material will not fill without changing the shoulder slope. Material should be placed, graded, watered, and compacted by a roller.

TYPICAL CREW SIZE		WORK METHOD
1 – Grader Operator	GRA	<ol style="list-style-type: none"><li>1. Call Bluestake.</li><li>2. Place safety devices and signs</li><li>3. Place additional material in low spots or at intervals along the shoulder.</li><li>4. Smooth material to original grade and slope. Set grader blade so that the grader wheels help compact the material along the edge.</li><li>5. Sweep, if required.</li></ol>
1 – Water Truck Operator	WAT	
1 – Roller Operator	RLR	
1 – Laborer/Flag Person, as required		
EQUIPMENT (DESCRIPTION)		
1 – Pickup		
1 – Grader		
1 – Watertruck		
1 – Pneumatic Roller		
Water Trucks		
MATERIAL		DAILY PRODUCTION RANGE
Borrow		200 to 400 Cubic Yards
ABC		

**NOTES:** Power Broom may be added, if required.

Revised 12/1/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Sidewalk and Curb Repair

**Number:** 40 SWCR

**Description and Purpose:** Repair, replace cracked or broken sidewalk, curb or driveway approaches or NEW sidewalk and approaches.

<u>Performance Criteria</u>	<u>Scheduling Category</u> Special Project	<u>Authorization Required</u> Public Works Supervisor	<u>Quality of Work</u> Limited
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Remove broken sidewalk, curb, approaches. Form, pour concrete, finish concrete, remove forms, clean up area, and backfill.

TYPICAL CREW SIZE	WORK METHOD
1 - Trades Maintenance Technician 3 - Trades Maintenance Helper 1 - Equipment Operator I	1. Place safety devices. 2. Remove cracked or broken concrete. 3. Prepare area for new concrete. 4. Form for pour. 5. Pour and finish. 6. Place safety devices if drying time is over night. 7. Strip forms. 8. Backfill
EQUIPMENT (DESCRIPTION)	
1 - Dump Truck 1 - Backhoe 1 - Cement Mixer 1 - Water Truck 1 - Pickup	
MATERIAL	DAILY PRODUCTION RANGE
Cement Concrete Forms Gravel Water Concrete or Sand	32 - 160 Square feet

**NOTES:**

Revised 12/4/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Skin Patching

**Number:** 40 PRSK

**Description and Purpose:** Patching of larger areas of depressions, block cracking, alligator cracking, corrugation, and along the edges and other surface irregularities using hot A/C.

**Performance  
Criteria**

**Scheduling Category**  
Routine

**Authorization Required**  
Public Works Supervisor

**Quality of Work**  
Tons

The following minimum scheduling should be followed:

This activity represents areas of repair, other than pothole patching, which is generally considered a more preventative maintenance function. Areas selected for repair should be planned and marked.

TYPICAL CREW SIZE		WORK METHOD
1 – Truck Driver	TRK	<ol style="list-style-type: none"><li>1. Place safety devices and signs.</li><li>2. Remove broken A/C areas and broom clean.</li><li>3. Apply light tack coat.</li><li>4. Place A/C and rake level, square corners with lute, or place chips.</li><li>5. Roll</li><li>6. Broom loose material.</li></ol>
2 – 3 Laborer or Operator	LAB	
EQUIPMENT (DESCRIPTION)		
1 – Self contained patching unit for hot A/C.		
Roller 3 to 5 tons		
Grader		
Trucks.		
MATERIAL		DAILY PRODUCTION RANGE
Hot asphaltic concrete or chips		12 to 16 Tons or 16 to 200 Tons
Liquid Asphalt (Tack oil)		

**NOTES:**

1. This is a manual labor activity.
2. This activity includes utility cut repairs.
3. Additional personnel may be added for traffic control.

Revised 12/4/2003

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Snow/Ice Operations

**Number:** 40 PSSI

**Description and Purpose:** To alleviate possible winter storm hazards by plowing snow, chemical application, and/or application of abrasives.

**Performance  
Criteria**

**Scheduling Category**  
Emergency

**Authorization Required**  
Public Works Supervisor

**Quality of Work**

The opening of roads closed by winter storms to emergency vehicles and the general public.

**TYPICAL CREW SIZE**

1 - ¾ Ton Spreader Operator  
1 - 4 Snow Plow Operator  
1 - 2 Truck Operator  
1 - 4 Front-End Loader or Grader  
Operator  
1 - Water Truck

**WORK METHOD**

1. Maintain safety standards in relation to Pima County personnel and the general public.
2. Plow snow from road surface for an accessible route for emergency vehicles.
3. Apply Magnesium Chloride to Black Ice locations and hard pack where the hazardous conditions are. Use abrasives, if necessary.
4. Open cut areas.
5. Service and repair equipment.

**EQUIPMENT (DESCRIPTION)**

1 - ¾ Ton Plow/Spreader  
4 - Snow Plows  
1-2 Dump Truck  
1-4 Front-End Loader - \*Grader  
1 - Pickup with appropriate Spray Bar anti-icing sprayer.

**MATERIAL**

Magnesium Chloride / Anti-icing  
Agent  
Sand

**DAILY PRODUCTION RANGE**

Crew Hours

**NOTES:** Crews shall be briefed as to appropriate application rates for deicing chemical.

Revised 12/5/2000

DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD

ACTIVITY: Stockpiling Material

NUMBER: 40 STMA

Description and Purpose: The task of loading, hauling, and stockpiling aggregate materials for future use on maintenance projects.

Performance Criteria:	<u>Scheduling Category</u> Upon Request	<u>Authorization Required</u> Public Works Supervisor	<u>Quantity of Work</u>
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TYPICAL CREW SIZE

5-10 Truck Drivers  
1 - Loader Operator, if available  
\*Truck drivers may operate loader depending on time factor involved and personnel availability.

WORK METHOD

1. Obtain authorization to stockpile at predetermined locations.
2. Check right-of-way status.
3. Determine material needs.
4. Determine critical factors (time, etc.).
5. Assign manpower and equipment resources in accordance to needs necessary due to critical factors.
6. Record origin, destination, and type of material stockpiled.
7. All air quality and environmental procedures shall be complied with.

EQUIPMENT (DESCRIPTION)

5-10 - Dump Trucks  
1 - Front End Loader  
1 - Water Truck

MATERIAL

Specified.

DAILY PRODUCTION RANGE

500 to 700 Cubic Yards Per Day

NOTES:

All Supervisory staff involved and operators involved should continuously observe materials hauled to avoid contaminates (hazardous materials, garbage etc.).

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Street Sweeping

**Number:** 40 STSD

**Description and Purpose:** The sweeping of non-curbed paved portions of the roadway with a self-propelled sidecast sweeper to remove light accumulations of dirt and debris. To work in conjunction with maintenance activities necessitating follow up sweeping activities.

**Performance  
Criteria**

Scheduling Category  
Routine

Authorization Required  
Public Works Supervisor

Quality of Work

The water truck will maintain dust control (prior to sweeping) by wetting the area to be swept. Sweeper will remove debris in a safe manner away from people, objects and/or driveways.

TYPICAL CREW SIZE	WORK METHOD
1 – Sweeper 1 – Water Truck Operator	1. Maintain safety standards relative to personal safety and to the safety of the others in the area. 2. Check equipment prior to leaving the parking area. 3. Complete scheduled route. 4. Document completed area.
EQUIPMENT (DESCRIPTION)	
1 – Sidecast Sweeper 1 – Optional Sized Water Truck	
MATERIAL	DAILY PRODUCTION RANGE
Water	15 – 25 Pass Miles

**NOTES:** Insure the protection of private property, parked vehicles, and driveways, etc.

\* This activity is not to be used for curbed and/or guttered locations.

Revised 12/5/2000

# **DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT PERFORMANCE STANDARD**

**ACTIVITY:** Structure Maintenance

**Number:** 40 RMSM

**Description and Purpose:** The repair, maintenance, and cleaning of decks, joints, bridge footings, abutments, wing walls, superstructures, and rails performed by maintenance personnel.

<u>Performance Criteria</u>	<u>Scheduling Category</u> Seasonal/Routine	<u>Authorization Required</u> Operations Manager / Public Works Manager	<u>Quality of Work</u>
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Major repairs identified by Bridge Inspection Reports should be scheduled on a priority basis. Scheduling shall become an emergency when conditions require immediate attention to protect public safety.

A major structure is defined as a bridge or box culvert with a single span more than 6 feet. Also, could include retention/detention basins.

TYPICAL CREW SIZE	WORK METHOD
Crew size estimated prior to start of project and approved by the Public Works Manager.	<ol style="list-style-type: none"> <li>1. Call Bluestake, if required.</li> <li>2. Place safety devices and signs, if required.</li> <li>3. Perform maintenance and repair outlined on inspection report.</li> <li>4. Clean decks, seal joints, and perform other required maintenance to rails, superstructure, footing abutments and other parts of the structure.</li> <li>5. All welding should be lead primed and painted.</li> <li>6. Check overall condition of paint and schedule for sand blasting and painting, if needed.</li> <li>7. Clean area.</li> </ol>
<b>EQUIPMENT (DESCRIPTION)</b>	
Equipment configuration determined according to demands of project approved by the Public Works Manager.	
MATERIAL	DAILY PRODUCTION RANGE
Amount and type of material required determined prior to start of project.	Crew Hours

**NOTES:** Project planning procedures shall be performed to determine crew size, equipment, and materials. Bridges and box culverts shall be considered transportation work.

Revised 12/5/2000



**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Transporting Equipment

**Number:** 40 TREQ

**Description and Purpose:** Transporting equipment from one location to another in support of maintenance activities.

**Performance  
Criteria**

**Scheduling Category**  
Routine

**Authorization Required**  
Public Works Supervisor

**Quality of Work**  
Limited

The expedient transport of equipment.

**TYPICAL CREW SIZE**

1 – Truck Driver/Equipment Operator  
\* Spotters

**WORK METHOD**

1. Maintain safety standards to Pima County personnel and the general public, to include traffic control.
2. Expedite the transport by having a pre-set travel plan.
3. Advise involved parties when pick ups and drop offs have been completed.
4. Document all transport locations and equipment hours/and mileage on meters.

**EQUIPMENT (DESCRIPTION)**

1 – Tractor Trailer (rigged) or Rigged Frame Flat bed Truck.

**MATERIAL**

Not applicable

**DAILY PRODUCTION RANGE**

Moves

**NOTES:** \* Oversized loads may require the use of spotters for safety reasons. A commercial driver's license is required with the proper endorsements. Make sure all permits are in the trucks and observe all laws that pertain to transporting equipment.

Revised 12/5/2005

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Unpaved Roadway Grading

**Number:** 40 UPRG

**Description and Purpose:** The grading of gravel or dirt roads to restore proper shape, smoothness, compaction, and provide drainage. Includes formation or recutting of drainage gutters, removal of berms, and placement of cut material on proper roadway grade.

**Performance  
Criteria**

Scheduling Category  
Routine

Authorization Required  
Public Works Supervisor

Quality of Work  
Limited

The following minimum scheduling should be followed:

1. Major and minor arterial (section line) roadways.
2. Collector roadways.
3. Local roadways.

TYPICAL CREW SIZE		WORK METHOD
1 - Grader Operator	GRA	<ol style="list-style-type: none"><li>1. Call Bluestake</li><li>2. Place safety devices and signs.</li><li>3. Apply water to roadway surface to suppress dust.</li><li>4. Grade and windrow material across the road. Grading must start at roadside ditch or outer edge of the shoulder and proceed to the other side of the roadway.</li><li>5. Smooth and place windrowed material to original grade and slope, and compact.</li></ol>
1 - Water Truck Operator	WAT	
1 - Roller Operator	RLR	
EQUIPMENT (DESCRIPTION)		
1 - Pickup, if required		
1 - Grader		
1 - Pneumatic Roller		
1 - 3 Water Trucks		
MATERIAL		DAILY PRODUCTION RANGE
No material required		2.5 to 5 Road Miles

**NOTES:** Road Mile - Full width of gravel or dirt road one mile long, including shoulders. Windrows may not be left across driveways or across drainageways that cross the roadway.

A second water truck and operator may be added, if required.

Revised 12/5/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Vegetation Management

**Number:** HY MWCT / 40 MWCT

**Description and Purpose:** Activity includes debris cleanup and vegetation trimming or removal.

**Performance  
Criteria**

Scheduling Category  
Seasonal

Authorization Required  
Public Works Supervisor

Quality of Work  
Acres

From the edge of pavement to right of way, with a minimum of eight feet from pavement edge on arterials and collectors with no curbs. From the curb to the sidewalk where applicable, or eight feet from the back of curbed roads without sidewalks, where right of way permits.

**TYPICAL CREW SIZE**

- 1 - Truck Driver / Lead
- 2 - Laborers
- 3 - Total Crew

**WORK METHOD**

- 1. Check for positive location of rights-of-way.
- 2. When necessary (for removals) call Bluestake.
- 3. Place safety devices and signs, including safety clothing.
- 4. Pick up debris and vegetation where necessary.

**EQUIPMENT (DESCRIPTION)**

Dump Truck/Pickup  
Hoes  
Rakes  
Pitchforks  
Shovels  
Chainsaws  
Plastic Bags

**MATERIAL**

**DAILY PRODUCTION RANGE**

Manual .3 to .8 Acres  
Equipment 2 - 5 Acres

**NOTES:** Only for vegetation control.

Revised 12/5/2006

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Vegetation Management (Equipment)      **NUMBER:** 40 EWCT/HY EWCT

**Description and Purpose:** This activity includes debris clean up and vegetation removal by means of equipment.

<b>Performance Criteria:</b>	<u>Scheduling Category</u> As Required	<u>Authorization Required</u> Public Works Supervisor	<u>Quantity of Work</u> Acres
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From edge of pavement to right-of-way with a minimum of eight feet from edge of pavement on arterials and collectors with no curb or eight feet from back of curb with no side-walk where right-of-way permits.

TYPICAL CREW SIZE	WORK METHOD
3 - Operators 2 - Laborers	1. Check right-of-way. 2. Call Blue Stake. 3. Place safety control devices and signs. 4. Haul all vegetation to legal landfill.
<b>EQUIPMENT (DESCRIPTION)</b>	
Dump Truck Loader/Grader Chain Saw Shovels Racks Pitch Forks	

MATERIAL	DAILY PRODUCTION RANGE
	2 - 5 Acres

**NOTES:** For vegetation removal by equipment only.

# **DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT PERFORMANCE STANDARD**

**ACTIVITY:** Work for other Departments

**Number:** 40 WFOD

**Description and Purpose:** Any work done for other departments, divisions, or governmental agencies.

**Performance  
Criteria**

**Scheduling Category**  
Optional

**Authorization Required**  
Public Works Supervisor

**Quality of Work**  
As required

Obtain written consent from the Public Works Supervisor.

## **TYPICAL CREW SIZE**

As required. Shall be approved by the Public Works Supervisor.

## **WORK METHOD**

1. Make sure a good understanding of the project is obtained.
2. Obtain necessary releases, permissions, and right-of-way.
3. Call Bluestake, if required.
4. Set up a resource use monitoring and documentation system.
5. Wear appropriate safety equipment.
6. Set up any required safety devices and traffic control.
7. Complete take and obtain verbal or written permission (returns cost).
8. Clean up area.
9. Advise managerial staff concerning resource use.

## **EQUIPMENT (DESCRIPTION)**

As required. Shall be approved by the Public Works Supervisor.

## **MATERIAL**

Amounts and specifications approved by the Public Works Supervisor.

## **DAILY PRODUCTION RANGE**

Crew Hours

**NOTES:** Check sources for possible funding. If needed, make sure Survey, Agricultural Inspections, and Floodplain have been informed, if necessary. If possible, obtain a blueprint or drawing of intended results or specifications.

Revised 12/5/2000

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Removal of signs  
from Right-of-Way

**NUMBER:** 40 RSAS

**Description and Purpose:** Removal of signs in Pima County right-of-way that has no license agreement with Pima County.

**PERFORMANCE CRITERIA**

**Scheduling Category:**  
Routine

**Authorization Required:**  
Public Works Supervisor

**Quantity of Work:**  
Crew Hours

The removal of signs in Pima County right-of-way that has no license agreement. signs that can remain in the right-of-way are political, and governmental signs, i.e., rezoning.

**TYPICAL CREW SIZE**

2 Laborers

**WORK METHOD**

1. Check the right-of-way.
2. Remove from Pima County right-of-way.
3. Deliver all signs to Mission Yard.
4. Hold all signs for 60 days.

**EQUIPMENT (DESCRIPTION)**

1 - Pickup Truck

**MATERIAL**

**DAILY PRODUCTION RANGE**

Crew Hours

**NOTES:**

**DEPARTMENT OF TRANSPORTATION AND FLOOD CONTROL DISTRICT  
PERFORMANCE STANDARD**

**ACTIVITY:** Roadway Grading

**Number:** 40 RDGR

**Description and Purpose:** The grading of gravel roads to restore proper shape, smoothness, and proper drainage.

**Performance  
Criteria**

Scheduling Category  
Routine

Authorization Required  
Public Works Supervisor

Quality of Work  
Limited

**TYPICAL CREW SIZE**

1 – Grader Operator  
1 – Water Truck Operator

**WORK METHOD**

1. Call Bluestake.
2. Place safety devices and signs.
3. Apply water to roadway surface to suppress dust.
4. Grade material across the road. Grading must start at roadside ditch or outer edge of road and shoulder and proceed to other side of the roadway and grade back across.

**EQUIPMENT (DESCRIPTION)**

1 – Motor Grader  
1 – Water Truck  
1 – Pick Up – Optional  
Second Water Truck Optional

**MATERIAL**

Water

**DAILY PRODUCTION RANGE**

3.5 to 6 road miles

**NOTES:** This activity will only be used on roads where material on roadway will not benefit road surface by rolling.

Road Mile – full width of gravel road one mile long.

Revised 12/6/2003